



DELAINÉ EASTIN  
State Superintendent of Public Instruction

CALIFORNIA  
DEPARTMENT  
OF  
EDUCATION

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

Date: December 12, 2001

To: Superintendents of School Districts with  
Technology Literacy Challenge (TLC) Planning Grants

From: Susan Lange, Deputy Superintendent  
Finance, Technology and Administration Branch

Subject: Process for State-Level TLC-Funded Plan Review and  
If Applicable, Release of TLC Hardware Funding

When your district received a Technology Literacy Challenge Grant earlier this fall, we informed you that the information necessary to receive state-level approval of the TLC-funded local technology plan would be forthcoming. This letter is intended to provide that information. State-level approval of the district's TLC-funded education technology plan is required prior to the release of your district's remaining TLC grant funds.

Enclosed please find the *Criteria for TLC-Funded School District Education Technology Plans* and the schedule for obtaining state-level approval. Your district may select from four dates for submitting its plan for state-level review (February 5, March 5, April 2 or May 1, 2002). To submit a plan for review mail 1) the original technology plan, plus three copies, and an electronic version on a disk (preferably in Word or Rich Text format), and 2) the original completed copy of the *Criteria for TLC-Funded School District Education Technology Plans*, plus three copies to:

Technology Literacy Challenge Plan  
Education Technology Office  
California Department of Education  
515 L Street, Suite 250  
Sacramento, CA 95814  
Attn: Wayne Shimizu

Prior to submitting the district plan for state-level review, please contact your California Technology Assistance Project (CTAP) office as they can provide valuable advice that will increase the chances of a successful state-level review. Additionally, please contact your CTAP office to inform them of when you expect to submit the plan for state-level review so that we can ensure there will be a sufficient number of reviewers for each of the four review dates. A current list of regional CTAP contacts, may be found at <http://www.cde.ca.gov/edtech/ctap.htm>.

On a related, but different topic, effective January 1, 2002, *Education Code* Section 51871.5(a) requires school districts to have an education technology plan prior to receiving any technology grant awards from the California Department of Education (CDE). Submitting the district's TLC-funded education technology plan for state-level review does not, by itself, meet this requirement. If your district has not already met this requirement by having either a county office of education approved E-rate plan or a local governing board certified education technology plan, you should include "The School District Education Technology Plan Certification" when you submit your plan for state-level review. To learn more about this requirement and to obtain the necessary certification form, please visit the Education Technology Office of the California Department of Education Web site at <http://www.cde.ca.gov/edtech/techplancert.htm>. For your convenience we have included a copy of the "Education Technology Planning Frequently Asked Questions" (FAQs) with this mailing. These FAQs and future revisions are also posted on the website.

Once your TLC-funded three-to-five year education technology plan has been approved at the state-level, the district will be notified and CDE will process payment of the second 45 percent of the district's TLC Hardware funding, if applicable. Please remember that all of the TLC Grant funds must be obligated by September 30, 2002, to ensure that funds do not revert to the federal government.

If you have any questions regarding the criteria and schedule for obtaining state-level approval of your district's TLC-funded three-to-five year education technology plan please contact Wayne Shimizu of the Education Technology Office at (916) 322-5894 or via e-mail at [wshimizu@cde.ca.gov](mailto:wshimizu@cde.ca.gov).

cc: CTAP Directors  
CTAP Grants Management Committee

Enclosures: Technology Literacy Challenge Grant, Plan Review Schedule  
Technology Literacy Challenge Grant, Criteria for TLC-Funded School  
District Education Technology Plans  
Education Technology Planning Frequently Asked Questions

## Technology Literacy Challenge Grant Plan Review Schedule

November 23, 2001

School districts may select any of the four dates below to submit their TLC-Funded District Education Technology Plan for State-level review. Any necessary revisions resulting from the State-level review may be submitted at any of the scheduled dates for plan review or re-review, but, as required by the grant award, the plan, and any necessary revisions, should be approved by June 30, 2002.

Deadline for CDE to Receive District Plan	CDE Notifies School District of Result of State-Level Review
February 5, 2002	March 4, 2002
March 5, 2002	April 2, 2002
April 2, 2002	May 8, 2002
May 1, 2002	May 30, 2002
<b>REVISIONS ONLY</b> June 12, 2002	July 3, 2002

To Submit a TLC-Funded Education Technology Plan for State-Level review:

- 1) Complete the "Page in District Plan" column on the *Criteria for TLC-Funded School District Education Technology Plans* form to correlate to the district's education technology plan and make three copies.
- 2) Make three copies of the TLC-Funded Education Technology District Plan, in addition to the original.
- 3) Copy an electronic version of the plan onto a disk (preferably in Word or Rich Text format).
- 4) Send all of the above to:

Technology Literacy Challenge Plan  
Education Technology Office  
California Department of Education  
515 L Street, Suite 250  
Sacramento, CA 95814  
Attn: Wayne Shimizu